

ANNOUNCEMENT NUMBER: 011-015

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7*

OPENING DATE: March 31, 2011

CLOSING DATE: April 15, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 33,817 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: US\$ 28,364 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position of Administrative Assistant for the MGT (Management Office) Section in Luanda.

BASIC FUNCTION OF POSITION

Directly supervised by the Management Officer, incumbent types diplomatic notes to the Ministry of Foreign Affairs to request visas, diplomatic cards, driver's licenses, requests for appointments and meetings and returns documents to MFA of departed personnel. Maintains log of documents conveyed to ensure timely processing by MFA, and notifies supervisor about delays or problems as soon as they develop.

Assists up Management Officer to ensure coordination with Human Resources section of drafting of travel messages; country clearance cables; maintain the Visitors list, Duty Officer List and time keeping for the MGT Sections (HR & FMO). Maintains duty officer case and phone and coordinates transfer of duty between officers.

Composes routine correspondence, cables, memos, letters, and staff announcements, and distributes to mission members after being signed by the Management Officer. On own initiative, upon receipt of notices from the Department or other posts, reproduces those notices for information of Embassy and USAID personnel.

Translates non-technical correspondence, memoranda, diplomatic notes, policies and regulations, Management Notices, etc from Portuguese into English and vice versa for all mission elements as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of high school and secretarial course with specialized training in office management is required.
2. **REQUIRED WORK EXPERIENCE:** Two to three years general office operations is required.
3. **REQUIRED LANGUAGES:** Level IV English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE:** Must have a thorough understanding of routine office functions and procedures. Must have the ability to deal effectively with high ranking officials of the various offices of the State Department and Branch Federal Government Offices. Must also have general familiarity with office management procedures.
5. **REQUIRED TECHNICAL KNOWLEDGE:** Ability to use word processing equipment; familiarity with MS Office Suite. Must possess pleasant personality and be able to deal with people at all levels including GOA officials. Must be able to translate and interpret laws and legal procedures, and draft correspondences.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda
HROLuanda@state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222-641-232
HROLuanda@state.gov

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service

member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: APRIL 15, 2011

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer